

**HEADQUARTERS
UNITED STATES AIR FORCES IN EUROPE**



**REPORTING INSTRUCTIONS
27 August 2012**

This reporting instruction supersedes all previous instruction 10 July 2012

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NOTE: These reporting instructions are intended to supplement information contained in Air Force Instructions (AFI). Please refer to applicable AFI(s) for basic guidance.

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1. CLASSIFICATION: UNCLASSIFIED

2. GENERAL INFORMATION:

2.1. Eligibility Requirements:

Completion of the USAFE Deployment Checklist is mandatory for all personnel deploying in support of contingency operations to USAFE AOR (regardless of PID). The checklist must be completed by member prior to departing home station. Personnel permanently assigned within USAFE Theater who rapidly deploy or are assigned to duties that require them to continuously deploy are required to complete the USAFE AOR checklist once every 12 months. Immunizations, public health, and a review of current reporting instructions must be completed NET 30 days prior to each deployment. Installation Personnel Readiness (IPR) and Unit Deployment Managers (UDM) will ensure a copy of the completed checklist is maintained on each applicable individual.

The USAFE AOR checklist requirement is waived for personnel who process through a deployment line. Upon completion of personnel deployment line, the IDO (or designated official) must sign a statement certifying deploying personnel have completed all requirements on the checklist. A copy of this statement will be maintained at home station IPR and a copy will be hand carried and delivered to the PERSCO team upon arrival by the troop commander. IAW AFI 36-3802.

2.2. Funding and ESP Codes:

Deployment funding: As with all other contingency operations, funding for USAFE AOR operations will be provided after the fact. In other words, participating units will fund all operations & maintenance (O&M) requirements and will capture the incremental costs in the accounting system using their unit fund cites with the appropriate ESP code. These expenses are then aggregated in the accounting system and provided to USAFE/FM for possible reimbursement if there is reimbursement available. Once HQ USAFE/FMAO receives reimbursement, the unit's cash-flowing expenses are subsequently reimbursed. The ESP code used will depend on the mission being supported.

Note: If TDY extends past 30 Sep, orders must reflect the current and next fiscal year.

If special expenses are not covered in orders, member should provide justification signed by supervisor or commander upon return. IPRs will sign SF 134 authorizing expenses as order approving official.

Members should check with their servicing financial services office prior to departure to determine entitlement for Hazardous Duty Pay Location (HDP-1 - formerly foreign duty pay), Family Separation Allowance (FSA), Per Diem, Imminent Danger Pay (IDP), and Combat Zone Tax Relief (CZTR).

Members must deploy with their government travel card and an adequate supply of personal checks.

Members will set up an electronic funds transfer accrual payment to facilitate payment of monthly government travel card balance and/or ensure access to accrued Per Diem funds. Travel advances are not authorized in the USAFE AOR. Home station finance offices should ensure personnel are briefed concerning the importance of EFT accrual payments.

All IPR and base Comptrollers will ensure orders are certified by their Financial Services office or Wing budget office and funds are obligated.

Members must file a travel voucher within 5 workdays after return to home station to prevent over payment of deployment entitlements.

Members will set up a My Pay pin in order to have access to their LES information while deployed.

The Combatant or JTF Commander determines the appropriate TDY option. If JTF commander places personnel assigned to an operation in a regular TDY status and Per Diem rate is established at \$3.50, since all meals are provided at no cost, the Per Diem rate for interim travel days for TDY personnel within the AOR will also be \$3.50. Members must provide an AF FM 2282, Statement of Adverse Affect, to support payment of any missed meals. The Deployed Squadron commander (or equivalent) must sign as the approval authority.

2.3. Deployment/Travel Orders:

Contingency, Exercise and Deployment (CED) orders are mandatory to deploy to the USAFE AOR in support of contingency operations and variations are authorized. DD FM 1610s are not authorized for deployment in support of contingency operation in the USAFE AOR.

NATO orders are mandatory. Refer to the foreign clearance guide for a complete listing of all NATO countries requirements. <https://www.fcg.pentagon.mil/fcg.cfm>
Refer to AFI 65-103, PARA 2.7 for preparation of NATO orders.

In order to alleviate any classification concerns with orders, the PID and Operation Name will be data masked. Do not mask deployment location information. New operations such as spin-ups/crisis operations will be handled according to the classification guidance provided by EUCOM/CENTCOM. Use secure means when working classified operations.

If required to deploy with weapons, document weapon type and serial number for each deployer in the body of the CED order. Make sure that excess baggage authorization is noted in this section if applicable. If member is taking leave en-route, ensure CED orders reflect leave en-route authorization and include the leave address and emergency contact phone number. If professional electronic equipment (i.e., computers/ Printers) is hand carried,

description, model number and serial number for each electronic component must be placed on CED orders to expedite customs processing.

The home station commander is responsible for ensuring selected individual(s) meet all qualifications. If a line remark cannot be met locally, the unit commander or deployment manager must elevate this issue through their home station IPR to the deployed PERSCO team. Only the deployed site commander can waive DRMD requirements, including line remarks.

2.3.1. Incidental Expenses:

Military members deployed to USAFE utilizing Overseas Contingency Operation (OCO) accounting classifications (Emergency and Special Program (ESP) codes (e.g. 7C and ZA)) and lodged on military installations will receive the "on base" incidental expense of \$3.50. \$3.50 must be stated on the orders for it to be paid. Orders that do not state \$3.50 will be paid the local incidental rate IAW the JFTR U4151, Section D, Para. 1. Members lodged off base will receive the local incidental expense. The Approving Official for OCO-funded orders is the EUCOM Combatant Commander.

Unit funded TDY orders for members TDY to USAFE should state the OCONUS incidental rate of \$3.50 when lodged on base if the Approving Official determines this amount to be adequate. Orders that do not state \$3.50 or members lodged off base will receive the local incidental expense.

2.3.2. Meals and lodging: Meal availability is the same for officers and enlisted. Review Site Specific Reporting Instructions for options at each location. It is mandatory for all orders to indicate a meal option (9A, 9B, 9C, or 9D) and a lodging option (9E, 9F, or 9G).

- 9A. "Government meals are available and directed." This option applies to locations at which all three meals (breakfast, lunch, and dinner) are available in a government mess, and members are directed to utilize these meals. Members will receive \$11.55/day for the Gov't Meal Rate (GMR) and \$3.50/day for the OCONUS M&IE. Any conflicts need to be resolved with the home unit finance office with the USAFE reporting instructions and CED line remarks being followed. **(This is the default meal rate for the USAFE AOR. All orders must state this option is in effect unless specifically stated otherwise on site Specific Reporting Instructions.)**
- 9B. "Partial government meals are available and directed." This option applies to locations at which either one or two meals are not available in a government mess. Personnel under this meal option are entitled to the Proportional Meals Per Diem Rate IAW <http://www.defensetravel.dod.mil/perdiem/>; members will pay for meals consumed.
- 9C. "Government meals are not available or directed." This option applies to locations where all three meals are not available in a government mess. Personnel under this meal option are entitled to the Local Meals Full Per Diem Rate IAW <http://www.defensetravel.dod.mil/perdiem/>; members will pay for meals consumed

- 9D. "Government meals available and directed at no cost to the member." This option applies to locations where all meals are provided at no cost to the deployed member. Personnel under this meal option will consume all meals in a government mess and will not be required to pay for meals consumed; members are entitled to the On-Base Incidental Per Diem Rate IAW <http://www.defensetravel.dod.mil/perdiem/>.
- 9E. "Government lodging is available and directed." This option applies to locations which on-base lodging and/or commercial contract quarters are available. Costs are paid by the member and reimbursed. Member must make lodging reservations at least 30 days prior to departure from home station.
- 9F. "Government lodging is not available or directed." This option applies to locations where government lodging does not exist. Personnel under this lodging option will be billeted off base and will be required to pay for billet; members are entitled up to the Maximum Lodging Rate IAW <http://www.defensetravel.dod.mil/perdiem/>. If government lodging is not available, obtain a non-availability statement from the lodging office prior to seeking off-base quarters. Members who have a non-availability statement are entitled to full Per Diem (option 9C) and amendments to orders are not required. Personnel under this lodging option will be on base and will be required to pay for the billet; members are entitled full reimbursement of government Lodging.
- 9G. "Government lodging is available and directed at no cost to the member." This option applies to locations where government quarters are provided (such as tent city or contingency quarters) and members are not required to pay for their use. Personnel under this lodging option will be on base and will not be required to pay for the billet.

2.4. Travel to/from/within the AOR:

2.4.1. Mode of Travel Requirements:

HQ USAF/ILTT has directed the following statement be included on all CED orders: "DOD and AF policy prohibits members from self-procuring official travel. If you need assistance with your reservations contact the AMC flight changes office at 1-800-851-3144 or any traffic management office for assistance."

Maximum use of MIL AIR is directed if available, however, do not delay deployment due to unavailability of MIL. Contact local Traffic Management Office (TMO) for travel arrangements. Transportation by POV is authorized and is not to exceed transportation request cost if stationed within USAFE.

Most locations have shuttle transportation; it is incumbent upon the member to check with vehicle operations upon arrival. If shuttle transportation is not available, member must annotate POV vehicle expenditures at deployed location (costs/mileage) on standard form (SF) 134, have SF 134 validated by deployed supervisor, and signed by deployed site commander, the SF 134 is filed at finance with the member's travel voucher upon return to home station following completion of temporary duty.

2.4.2. Rental Cars:

Individual rental cars (at government expense) at all locations are not authorized unless specifically addressed on site specific reporting instructions, included in the line remarks for a specific position, or have been approved by USAFE/AIRO (Operations Branch). The temporary duty status of an individual does not necessarily justify the use of a DOD motor vehicle.

The unauthorized or willful misuse and or failure to prevent misuse of government-owned or leased vehicles is punishable under title 31 U.S.C. section 1349. The unauthorized or willful misuse of government vehicles, rented or leased, can be cause for disciplinary action under the provisions of the UCMJ or other administrative procedures deemed appropriate.

Requests for use of rental vehicles not already authorized will be sent via email by the PERSCO team, stating justification and approval by the site commander and a letter of non-availability letter from the local transportation office to USAFE/AIRO (Operations Branch) and a non-availability letter from billeting if staying off base. POC on USAFE/AIRO (Operations Branch) staff will validate requirement before making any irrevocable commitment with rental/lease agencies.

Local transportation offices at each deployed site are authorized short-term lease of vehicles to meet mission needs, not to exceed command vehicle authorizations for that particular site. Rental/lease vehicle requirements that exceed a site's command vehicle authorizations are not authorized when mission needs have been met.

When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements must be used. These vehicles normally have manual transmissions: therefore, it is in the member's best interest to ensure they can operate such vehicles before arrival.

USAFE Specified Car Rental Authorizations:

- 1-2 persons – SUB-COMPACT vehicle
- 3-4 persons – COMPACT vehicle
- 5 persons – MID SIZE vehicle
- 6 persons – FULL SIZE or a MINI VAN

Groups deployed to the same duty location/unit and authorized a rental vehicle, will share the same vehicle. Personnel stationed outside the USAFE AOR are required to have a valid

International and stateside driver's license in order to operate a rental vehicle in the AOR prior to departure of home station.

2.4.3. Passport, Visa and Country Clearance Requirements:

Refer to foreign clearance guide for requirements <https://www.fcg.pentagon.mil/fcg.cfm>
Military ID card and CED orders are continuously required documents for deploying personnel in support of contingency operations. If a passport is required, the need will be stated in the reporting instruction and/or the line remarks.

2.4.4. Baggage Limitations/Excess Baggage:

Excess baggage authorization: Personnel who deploy with cold/wet weather gear, and or "A" "B" "C-1" and or "D-bag," are authorized excess baggage. Allowance will not exceed 3 pieces at 70lbs each. Service regulations for MILAIR (DTR4500.9R, Ch 103-8, Para F.1a, DoD 4515.13R, Para C1.4.2.1 and AFI 24-101, Para 3.28) establish criteria for accompanied baggage/free checkable baggage not to exceed 62 linear inches or 70 lbs for each piece. Established free allowable check baggage for civilians airlines vary. Deploying personnel should check with scheduled airlines for criteria. Excess baggage may be charged by the civilian airlines and is payable on the spot by the passenger. Fees can range from \$60 to \$150 per bag. If member transports a weapon (OSI, EOD and SF personnel) additional bag are authorized. Fire Protection, SF and EOD personnel are authorized two additional pieces of excess baggage (pro gear) at 70lbs each.

2.5. Required Documentation/Items:

All members must bring a record of the following:

- Completed USAFE Deployment Checklist
- Verification of all ancillary training to include date trained
- ID tags (dog tags)
- Leave and Earning Statement (LES) (Note: Per AFI 10-403 not required for Reserve Component Personnel.)
- Fitness Score Sheet
- No longer a mobility folder requirement. It is up to the deploying member if they want to bring a copy for references.
- Immunization records (PHS form 731 and/or DD form 2766C) and/or immunization record sheet from Air Force computerized immunization tracking application (AFCITA)
- Updated deployable medical record (DD form 2766, AF form 1480A, or ANG/AFRC equivalent)

- AF FM 522 (weapons qualification form)
- AF FM 623 (OJT records) (TSgt and below)
- Completed AF FM 245
- AF FM 1199 (restricted area badge, if you require access to flight line or squadron operations facilities)
- Documentation validating a current quantitative gas mask fit test
- DOD Information Assurance annual training certificate (must be valid, current and completed within the last year. IAW AFMAN 33-152).
- Current CAMS 593 product depicting qualifications. (Note: individuals possessing special certifications must have the CAMS product signed by their SMO/MS)
- 60 days supply of personnel hygiene items

2.6. Clothing/Equipment Requirements or Restrictions

2.6.1. Weapons/Ammunition:

Members are not authorized to bring weapons unless required by the standard logdet for their UTC, annotated in the ULN line remark, or the site specific information in part II of this reporting instructions. Personnel who are required to bring weapons will deploy with their assigned weapons and ammo. Ammo will be transported in banded crates. SF personnel will individually transport their weapons and ammo as part of their individual equipment items and the remarks section of the CED orders. Add weapons serial numbers to the main body section of the CED orders.

For DoD personnel transiting the **United Kingdom “UK”** with firearms, the following information must be provided via facsimile to the appropriate Her Majesty’s Revenue and Customs (HMRC) location at least 72 hours prior to arrival in the UK:

Traveler’s name, date of travel, and arriving/departing flight number(s).

HMRC POCs:

Heathrow:

Higher Officer

HM Revenue & Customs

Firearms Team

Fax: +44 (0)2089 10 3743

Gatwick:
Higher Officer
HM Revenue & Customs
Fax: +44 (0)1293 62 2026

Travelers must also take the following actions prior to travel:

- (a) Place a copy of official travel orders in each case being used to carry a firearm.
 - (b) Ensure authorization to transport firearms is clearly indicated on orders, and if possible, include the serial number of the firearm(s) on the orders.
 - (c) Ensure firearms are transported in secure, hard-sided containers.
 - (d) Ensure containers are not marked to reflect contents.
- (e) DoD personnel terminating at UK commercial airports must follow the instructions in F 2b (1) and (3) above. In addition, travelers must ensure clearance is obtained from UK authorities to remove/transport the firearm from the UK airport to final UK destination. This must be arranged 72 hours prior to arrival in the UK. Gaining/home unit in the UK can assist with clearance actions.

GERMANY

Transporting weapons into/through German commercial airports may be difficult and restricted. Call airline to ensure weapon will be accepted and cleared when entering Germany. German-flag airlines do not accept firearms for transport on commercial aircraft.

- (a) Place a copy of official travel orders in each case being used to carry a firearm.
- (b) Ensure authorization to transport firearms is clearly indicated on orders, include the serial number of the firearm(s) on the orders.
- (c) Ensure firearms are transported in secure, hard-sided containers.
- (d) Ensure containers are not marked to reflect contents.

IPR's, IDO's and TMF's will ensure individuals that must travel by commercial means meet all DoD Foreign Clearance Guide requirements at <https://www.fcg.pentagon.mil/fcg.cfm>

Review all pertinent areas and pay particular attention to weapons clearance procedures for transiting foreign commercial airport terminals. Passengers transporting weapons must ensure commercial airlines interline the weapon with the appropriate carrier to final destination. IPR's, IDO's and TMF's must coordinate with deployed location when deployed members travel aboard commercial airlift to ensure country specific escort procedures for weapons to/from commercial airports are enforced. Border Clearance violations and weapons confiscations have been on the rise and all agencies must work to eliminate them.

Personnel who arrive at their deployed location without current weapons qualification for the duration of the deployment may be returned to home station immediately at home unit expense per discretion of the deployed commander.

Aircrews are authorized 9MM handguns when flying in support of contingency operations or for protection of Air Force assets and people IAW AFI 31-207, chapter 2. Aircrews will be armed IAW applicable aircrew instructions. Life support technicians and/or qualified ready augmentee personnel are authorized 9MM handgun while issuing/receiving weapons under aircrew arming program.

All EOD forces reporting to USAFE AOR locations will deploy with personnel protective clothing, GUU-5 rifle and M-9 pistol, and ammunition IAW the EOD ESL UTC. OSI agents will deploy with M-11/3 weapons, with ammo 39 rounds for M-11 and 120 rounds of 5.5MM for M-3.

2.6.2. Mobility bags:

Reference section 2, site specific reporting instructions, for more specific mobility bag requirements. Individuals who deploy with mobility bags must deploy with a serviceable mask, hood, and filter, issued prior to departure from home station. Mailing of the C-1/ (D-1) bag to or from USAFE locations is not authorized.

D-bag will be issued by home station if required. It is defined as one (1) complete aircrew Nuclear, Biological, and Chemical (NBC) defense ensemble.

2.6.3. Cold/Wet Weather Gear:

Cold weather gear is required for deployments occurring between 1 Oct and 15 Apr to any location in the USAFE AOR. Members must deploy with the following equipment issued by home station:

- Wool blanket 1 ea
- Cold weather gloves 1 pr
- Black watch cap 1 ea
- Cold weather undershirt 2 ea
- Cold weather long underpants 2 ea
- Gortex jacket/pants w/cold weather liners 1 set
- Cold/wet weather boots 1 pr
- Cold weather brown knit sweater or sleep shirt 1 ea

2.6.4. Duty Uniform/Uniform Items:

BDUs/ABUs or flight suit as appropriate. As of 1 Jan 98, all aircrew members who fly into the CENTCOM AOR must wear desert flight suits. Units must procure desert flight suit for aircrew members. Aircrew must bring both desert and standard green flight suit. If desert

suit cannot be procured, bring standard green flight suit. Within USAFE AOR, desert BDUs are not authorized for wear. Standard ABUs are required. Bush/jungle hat and home station baseball style hats with squadron insignias are not authorized.

Certain locations require that the US Flag patch be sown on the uniform. At this time, ABUs are NOT authorized to have this patch sown on to the uniform. Please review the site specific reporting instructions for further details. Members will NOT be given uniform allowance/reimbursed if they do not have ABUs before they deploy to a location that requires the patch. Please see Section R, paragraph 8 (Uniforms) on these instructions for details on uniform reimbursement.

2.7. Security Clearance Requirements:

Personnel deploying to the EUCOM AOR must have a minimum of U.S. Secret clearance eligibility based on the appropriate investigation that is either no older than 10 years or older than 10 years with a submitted Periodic Reinvestigation (PR) that can be verified in the Joint Personnel Adjudication System (JPAS). Interim secret clearance eligibility is acceptable if it can be verified in JPAS.

Personnel deploying to a position that requires U.S. Top Secret access must have top secret clearance eligibility and the appropriate investigation no older than 5 years or older than 5 years with a submitted pr that can be verified in JPAS. Interim top-secret clearance eligibility is acceptable if it can be verified in JPAS. "One time" top-secret access may be acceptable, depending on the deployment position. However, "one time" top-secret access is only acceptable for "collateral" top-secret and not for positions requiring access to Sensitive Compartmented Information (SCI), Special Access Programs (SAP), or North Atlantic Treaty Organization (NATO) cosmic top-secret.

Personnel must be trained on their responsibilities for protection of NATO classified information in accordance with the SAF/AA memorandum, NATO update, dated 12 APR 02 to facilitate granting access to NATO classified information should the requirement for such access arise while deployed. Granting access to NATO classified information to the level of clearance eligibility prior to departure is not required. Access to NATO classified may be granted based on an interim clearance as outlined in the SAF/AA memorandum mentioned above; however, access to all levels of NATO Atomic requires "final" security clearance eligibility based on a current personnel security investigation as described in the paragraphs above. All security clearance eligibility and personnel security investigative data will be verified in JPAS. USAFE does not accept security clearance eligibility verification via travel orders.

2.8. Medical/Dental/Immunizations Requirements:

This guidance addresses general medical requirements for deployment to any USAFE AOR location. (NOTE: CJCS Memo MCM-0006-02, Subject: *Updated Procedures for Deployment Health Surveillance and Readiness* outlines specific guidance for "JCS-defined" deployments of >30 days). EUCOM Force Health Protection requirements are located at <https://portal.eucom.mil/Pages/Default.aspx> under Force Health Protection Messages.

All deploying personnel must be assessed prior to departure to determine medical and psychological fitness for worldwide deployment IAW AFI 48-123, *Medical Examinations and Standards*. All personnel must contact their local Public Health Office to ensure they are current for all Individual Medical Readiness requirements IAW AFI 10-250, *Individual Medical Readiness*.

All members with an Assignment Limitation Code (ALC), and those who are otherwise not considered worldwide qualified IAW AFI 48-123, require a deployment waiver. This also applies to DOD civilians and contractors with similar medical conditions deploying to locations within the USAFE AOR. Please send an email to HQ USAFE/SGO at usafe.sgo@ramstein.af.mil for information on the HQ USAFE Deployment Medical Waiver Guide.

DoD Pre-Deployment Health Assessment Questionnaire (DD Form 2795) and Deployment Resiliency Assessment (DRA) must be completed within 60 days of deployment or departure from home station for en route training for those deployment locations without a fixed medical treatment facility. These documents must be completed using the current electronic version online at <https://asims.afms.mil/webapp/AppDir.aspx>. Completed copy of DD Form 2795 must be printed and included as documentation in the member's DD Form 2766.

1. All personnel must deploy with deployable medical record (DD Form 2766 or ANG/AFRC equivalent). The deployable medical record must include the following documentation:				
a.	Medical/Surgical history			
b.	Allergies (medications or other)			
c.	Current medications (including anti-malarial medications and issued FHPPP if necessary)			
d.	PHA/HRR date (must be current as of member's departure date)			
e.	DNA, blood type and Rh factor, G6PD, Sickledex (all are one-time requirements)			
f.	HIV (current within the last 2 years, must remain current for expected duration of deployment)			
g.	Special duty qualifications (Flyer, PRP, if applicable)			
h.	Corrective lens prescription (if applicable)			
i.	Dental exam date (must be dental class I or II, must be current as of member's departure date)			
j.	DD Form 2766C			
k.	Serum Sample date (only required for JCS-defined deployments; must be current within 12 months of departure from home station and may be accomplished in conjunction with HIV test)			
l.	Current AF Form 1042 for flyers and special operations duty personnel			
m.	DD Form 2795 (if required)			
2. Personnel must deploy with the following to any location in the USAFE AOR:				
a.	Adequate supply of prescription medications to cover the anticipated tour length plus 30 days			
b.	Required medical equipment (glasses, hearing aids, etc.)			
c.	Required occupational health personal protective equipment (PPE) to include respiratory			

	and hearing protection
d.	Personal protection from insects/arthropods is based on medical threat risk assessment (i.e., DEET for use on skin, NSN 6840-01-284-3982; permethrin for uniforms, NSN 6840-01-278-1336 or 6840-01-345-0237; and bednets). NOTE: These items are unit funded and procured through “base supply” (LRS)
e.	Adequate supply of antimalarial medication to cover anticipated tour length <u>plus</u> required amounts for terminal prophylaxis at redeployment (required for some USAFE locations). See location/operation specific reporting instructions for specific antimalarial medication requirements, if required. In the absence of location/operation specific instructions, requirements will be determined by local Public Health by reviewing current National Center for Medical Intelligence (NCMI) assessment.
f.	If deploying in support of contingency operations with a requirement to bring C-1 bag and/or D-1 bag, member must hand-carry in checked baggage or unit must bulk ship Force Health Protection Prescription Products (FHPPP). Required items include Antidote Treatment Nerve Agent Auto injectors (three per deploying individual), ciprofloxacin 500mg tabs (sixty each per deploying individual), Pyridostigmine Bromide (PB) tablets (two 18 or 21 tablet blister packs per deploying individual), Convulsive Antidote, Nerve Agent (CANA) auto injectors (one each per deploying individual), and M291 Skin Decontaminating Kit or Reactive Skin Decontamination Lotion (one each per deploying individual). FHPPP are to be documented on the member’s DD Form 2766 IAW AFI 44-102, para 9.22.3. Turn FHPPP in to the medical unit upon arrival at the deployed location. If no medical unit is attached, items should be turned in to the unit command section for accountability and control.
3. The following immunizations are required for ALL deploying personnel:	
a.	Hepatitis A (completed 2-shot series)
b.	Tetanus-diphtheria (current w/in 10 years)
c.	Polio (once as adult)
d.	MMR (proof of vaccination or proof of positive antibody titer)
e.	Influenza (current annual vaccination)
f.	Varicella (proof of vaccination or proof of positive antibody titer)
g.	Tuberculosis screening (Baseline TB testing (TST) is required and must be recorded in AFCITA)
4. In addition, the following immunizations are required for SPECIFIC deployers (refer to location/operation specific reporting instructions. In the absence of location/operation specific instructions these requirements should be determined by home-station Public Health/IDMT personnel by reviewing current National Center for Medical Intelligence (NCMI) assessment.):	
a.	Typhoid (by injection every 2 years, taken orally every 5 years)
b.	Meningococcal (every 5 years)
c.	Anthrax (begin/continue series; required for all personnel deploying to specific locations in USAFE for 15 or more days. Please contact USAFE/SGPM for specific locations.) - IAW Air Force Anthrax Immunization Policy, 18 Jan 2007 -Authorized within 120 days of departure date from home station (including days for enroute training) -Preferred minimum of 2 doses (of series) prior to arrival in AOR

d.	Smallpox (required for all personnel deploying to specific locations in USAFE for 15 or more days. Please contact USAFE/SGPM for specific locations.) -Authorized within 120 days of deployment date (date departing home station); http://www.vaccines.mil/default.aspx?cnt=disease/minidv&dID=22 -Temporary exemption expiration date will be within 7 days of the AOR RDD -Exemptions must be entered into AFCITA (include release date for temporary exemptions). Ensure exemption is identified on DD 2766C printout (hand-written OK if exemption fails to be indicated on the AFCITA printout) -Current within 10 years
e.	Rabies (required for personnel at high risk of exposure IAW Service-specific guidelines)
f.	Pneumococcal (required for asplenic and other high-risk health conditions per ACIP)
g.	Hepatitis B (Completed 3-shot series required for medical and other personnel at occupational risk of exposure to blood and body fluids; for example: Military Police, Firefighters, and Combat Lifesavers.)
5. Being on INH prophylaxis alone should not disqualify a member from deploying.	
6. Home-station medical personnel must brief all deploying individuals/units on general and location-specific threats/countermeasures IAW 10-403, <i>Deployment Planning and Execution</i> , para 1.5.18.5, to include (at a minimum):	
a.	Endemic communicable and vectorborne diseases
b.	Vectorborne threat minimization via insect repellent methods and systems
c.	Food and waterborne disease prevention emphasizing hand-washing importance
d.	Environmental conditions and concerns (e.g., heat/cold issues)
e.	Hazardous noise in the deployed environment
f.	Occupational health and safety (including proper wear/use of PPE)
g.	Endemic plant, animal, reptile and insect hazards
h.	Sleep discipline
i.	Personal/dental hygiene
j.	Operational Stress
k.	Eye protection/Contact Lens use
l.	Medical dangers of aspirin use in combat zones
m.	General Order 1B-No adoption of pets/mascots or feeding of any animals
n.	Ensure all personnel are aware of avian influenza and the potential for pandemic influenza outbreaks. Ensure deploying members are instructed to avoid contact with poultry, wild birds, poultry farms and bird markets. Instruct deployed members to practice safe food handling practices and ensure all poultry products for consumption are thoroughly cooked. Emphasize hand-washing and cough/sneeze etiquette to avoid infection.

HQ USAFE Force Health Protection POC is USAFE/SGPM, email: usafe.sgp-all@ramstein.af.mil, Comm: 00-49-6371-47-6757, DSN: 314-480-6757.

2.9. Required Training Prior to Departure:

2.9.1. Small Arms (M9 and M16):

IAW AFI 36-2226, Chapter 5, All personnel identified by name by their commander to fill a deployment tasking to a combat zone in time of war or a designated hostile fire area (actually deploying, not merely subject to deployment) will complete live-fire qualification training on all individual weapons (e.g. rifle, carbine, handgun, grenade launcher, shotgun, submachine gun, automatic rifle, etc.) identified for the deployment within 120 days (180 days for crew-served weapons) of the date they final out-process their home station for deployment. This qualification will be valid for 12 months or the entire duration of the deployment, regardless of length. The weapon training requirement will be identified on the individual's deployment orders. Students must present a deployment tasking letter signed by their unit commander when reporting for training. Proof of qualification (signed AF IMT 522 hard copy or electronically produced/signed Security Forces Management Information System AF IMT 522) is required at the deployed location."

Due to more frequent and advanced training, Group A personnel who have successfully completed live-fire qualification training, wearing ICE, within 180 days of deployment final out-processing are considered deployment weapons qualified and do not require any additional qualification training. However, these individuals must complete live-fire zero with the weapons and sights (optics) they will take on the deployment, prior to leaving home station.

Individuals who regularly deploy to hostile fire areas multiple times during a 12-month period are not required to complete qualification training prior to each deployment. If the individual has completed live-fire qualification wearing ICE during the previous 12-month period and they must deploy again, after returning to their home station, they will be considered deployment qualified. Unit commanders are responsible for ensuring their personnel do not abuse this policy by using it as a way to circumvent the intent of ensuring Airmen are prepared for combat.

Aircrew personnel who will not perform any ground combat duties at the deployed location or use ICE are exempt from this requirement. If they have an aircrew arming requirement, their live-fire qualification must be current before deployment departure.

2.9.2. Chemical, Biological, Radiological, Nuclear, High-Yield Explosives (CBRNE) Defense Training Course:

Airmen assigned to Low Threat Areas (LTA), Medium Threat Areas (MTA), or High Threat Areas (HTA) and postured in standard deployable UTCs receive CBRNE Defense Training Course skills every 20 months. Airmen assigned to LTAs and postured in non-standard UTCs receive CBRNE Defense Course skills via just-in-time training once they are tasked to deploy.

Airmen deploying to an MTA or HTA must be current in CBRNE defense at the time of departure and receive local conditions training when they arrive at the TDY or deployment

location. If an individual's CBRNE defense qualification expires during the TDY or deployment, their qualification date extends through the TDY or deployment. They must complete all levels of required education and training within 60 days of their return to home station.

2.9.3. Self-Aid and Buddy Care:

Self-Aid and buddy care training is required every 2 years and must be current throughout the deployment.

2.9.4. Law of Armed Conflict (LOAC):

Annual law of armed conflict training must be current. Training can be taken by CBT online at [ADLS Website](#).

2.9.5. DOD Information Assurance annual training:

Training is completed on the [ADLS website](#). The DOD Information Assurance training certificate must be valid, current, and completed within the last year IAW AFMAN 33-152.

2.9.6. Anti-Terrorism/Force Protection:

Force protection: IAW AFI 10-245. Commanders will ensure all personnel receive Force Protection Level 1 training within six months of deployment.

All personnel require all pre-deployment force protection training prescribed below. **No exceptions** are made because of grade or position.

Antiterrorism/Force Protection (AT/FP): CDRUSEUCOM has FP responsibility for all forces within the USEUCOM AOR. Supporting combatant commanders and/or military departments ensure all forces deployed are aware of the threat levels and FP conditions set by CDRUSEUCOM throughout the USEUCOM AOR. Currently USEUCOM is in FORCE PROTECTION CONDITION BRAVO. Supporting combatant commanders and/or military departments will ensure forces complete required pre-deployment training, including AT training, as directed by USEUCOM FP OPORD 08-01. CDRUSEUCOM will ensure deployed forces receive appropriate level of terrorist awareness training upon arrival and, as required, throughout the length of deployment in the AOR. Deployment of these personnel to high-threat areas for transnational terrorism is certified to be necessary for mission accomplishment. Ensure FP measures include provision for contractors that are involved in the operation. Access to CDRUSEUCOM OPORD 08-01 FRAGO 1, Force Protection briefings, blue dart immediate threat warning messages, pre-deployment requirements, and force protection guidance can be found on USEUCOM/EPOC-AT Secret Internet Protocol Router Network (SIPRNET) homepage at the following address:
<http://www.eucom.smil.mil/epoc/at/opord/opord.html>

Service Level 1, Force Protection Program of Instruction, includes protection measures for DOD personnel, approach to individual protective measures and travel security. IAW AFI 10-245, Commanders will ensure training requirements are met.

Note: Under no circumstance will an individual depart home station without completing required Level 1 force protection training and receiving a country specific threat briefing from a local OSI detachment prior to departure.

2.9.7 Personnel Recovery Training and Documentation:

Refer to the Foreign Clearance Guide at <https://www.fcg.pentagon.mil> to complete Personnel Recovery theater entry requirements. USAFE requires completion of SERE 100.1 computer based training for theater entry. Site-specific instructions provide amplifying guidance and may require completion of an ISOPREP (Isolated Personnel Report).

2.9.8. Additional Information:

Documentation of occupational safety and health training as prescribed by AFI 91-301, AF Form 55's (or a computer generated product) is required.

Note: This requirement does not apply to commanders, functional managers, supervisors, and staff members whose work environment is primarily a low risk, administrative area. This form will serve as proof of training for critical safety training requirements such as lock-out/tag-out, Hazcom, confined spaces and supervisor safety training. This does not alleviate the requirement for work-center/location specific training at the deployed location. However, it does serve as a baseline for deployed supervisors to build on as necessary.

Any and all PPE normally required in the performance of normally assigned duties.

- Reflective belts
- Steel-toed boots
- Goggles
- Hard hats
- Respiratory protection

Note: Certain safety equipment is pre-positioned; however, the logistics of outfitting each location with the same items found at main operating bases is unfeasible. Therefore, prudent planning necessitates that workers call ahead if they are in doubt and deploy with the required equipment when shortfalls exist.

2.10. PERSCO/ In-processing:

Locations with PERSCO:

All personnel must report (in-process) the base PERSCO team upon arrival to deployed location. If members arrive at any locations en-route to their final deployed location and remain for 24 hrs members must in-process PERSCO as a transient.

Locations without PERSCO:

Members who arrive at a location without a PERSCO Team will contact the PERSCO Team stated on the CED orders or Reporting Instruction the day they arrive into their AOR. When traveling in a group, the deployed commander or Team Chief will report for everyone to PERSCO. Compliance with this regulation is mandatory...**NO EXCEPTIONS.**

Contact deployed PERSCO 7-10 days prior to projected departure to schedule return travel reservations. If member is taking leave en-route (authorized on CED orders), they will need to work with TMO for travel arrangements.

Section 3 - POINTS OF CONTACT

We maintain the most current and complete instructions possible. All personnel are highly encouraged to contact USAFE AOR Reporting Instructions POCs with questions, suggestions, and corrections to these instructions.

USAFE AOR REPORTING INSTRUCTIONS POC:

USAFE/AIRO (Operations Branch), DSN 314-478-1781

NIPR EMAIL: airo.opsbranch@ramstein.af.mil

SIPR EMAIL: Usafe.AIRO2@ramstein.af.mil

Section 4 - USAFE AOR CHECKLIST

INDIVIDUAL DEPLOYMENT OUTPROCESSING CHECKLIST

(Completion is mandatory for all personnel deploying in support of USAFE controlled operations)

1. _____ is processing for a contingency TDY to _____ with a date required in-place (DRI) of _____. Estimated length of TDY is _____ days. IPR received this tasking on: _____. Member was notified: _____

Member is filling: ULN_____ **Line Number**_____ **Required AFSC**_____

Line Remarks: (Annotate clear text, next to each code.)

2. This checklist covers the mandatory deployment out-processing which must be completed prior to your departure. You must complete all out-processing actions and acquire all mandatory items listed below prior to your final out-processing briefing. If you have any questions, contact the Installation Personnel Readiness (IPR) at extension _____ for further guidance. **The original copy of this form will be hand carried by the member to the deployed PERSCO team.**

3. USAFE Reporting Instructions: Review of the applicable reporting instructions must be completed immediately upon notification of tasking at the following web site address: [USAFE/AIRO \(Operations Branch\)/A1 web sites.](#)

Date of Reporting Instructions: _____ Date Review Completed: _____

4. Installation Personnel Readiness (IPR) is located in building _____ and Duty Phone is _____.

Special Orders: CED orders will be completed approximately 15 days prior to departure. You must return your completed tasking letter (provided by your Unit Deployment Manager), and dental/medical clearance paperwork to IPR before orders will be issued.

5. **Passport/VISA:** Member () DOES () DOES NOT require a passport/Visa. If a passport or visa is required, IPR will ensure member is immediately scheduled for a passport appointment upon notification of deployment. IPRs are responsible for tracking completion of

all passport requirements for deploying personnel. (Joint Federal Travel Regulation and AFI 10-215)

INSTALLATION PERSONNEL READINESS REPRESENTATIVE'S INITIALS/DATE _____

6. Medical/Dental Clearance

(Bldg _____ Duty Phone _____): Member must be worldwide qualified by the medical and dental clinic to deploy. Ensure your Deployable Medical Record (DD FM 2766) and Immunization Record (DD FM 2766C) is obtained for final out-processing. Hand-carry documents to final out-processing appointment and to deployed location.

FORCE HEALTH MANAGEMENT REPRESENTATIVE INITIALS/DATE _____

DENTAL CLINIC REPRESENTATIVE INITIALS/DATE _____

7. Immunization Clinic (Bldg _____ Duty Phone _____): Contact the Immunization Clinic to obtain the necessary immunizations IAW AFJI 48-110: (TAKE MEDICAL AND SHOT RECORDS) Hand-carry immunization record (DD FM 2766C) to deployed location.

IMMUNIZATIONS REPRESENTATIVE INITIALS/DATE _____

8. Public Health (Bldg _____ Duty Phone _____): Contact Public Health to attend required medical threat briefing. Individuals must complete pre-deployment health surveillance requirements in accordance with CJCS Memo MCM-0006-02 for "JCS-defined" deployments of ≥ 30 days. Immediately upon return from deployment, personnel must go to Public Health to initiate all required medical follow-ups outlined in CJCS Memo MCM-0006-02.

PUBLIC HEALTH REPRESENTATIVE INITIALS/DATE _____

9. Base Legal, (Bldg _____ Duty Phone _____): Base Legal will provide information on rules of engagement, Law of Armed Conflict (LOAC) (AFI 51-104), Human Rights Training, power of attorneys, wills, and responsibilities of single parents/join spouse/military couples.

BASE LEGAL REPRESENTATIVE INITIALS/DATE _____

LOAC Training was completed on: _____

10. Commander's Support Staff: Member is required to out-process their unit orderly room. Member has been briefed on the procedures required to out-process their unit.

a. **TESTING:** CSS personnel or unit WAPs Monitor must verify that the member is not testing during the TDY period. If eligible, testing must be accomplished prior to departure. (Applies to Enlisted Personnel Only) (AFI 36-2403)

b. RETAINABILITY: Member must have sufficient retainability to last the duration of the TDY.

1. If scheduled to reenlist while deployed, appropriate action must be completed prior to deployment. DOS/ETS: _____ (AFI 36-2110)
2. If an approved CJR expiration date will occur while deployed the reenlistment documentation must be prepared and hand carried to the AOR.

CJR Expiration DATE: _____ Documentation completed on:

c. OPR/EPR REQUIREMENTS: CSS personnel initials one of the following:

_____ (a) No report required. Member is cleared to deploy.

_____ (b) Member will report to the CSS prior to departure to ensure required report(s) has/have been accomplished. (AFI 36-2402 & 36-2403)

d. DEROS Option (for personnel stationed overseas): Member () has () has not been briefed on the DEROS Election option program. (AFI 36-2110)

e Member's AF Form 357, Family Care Program () is () is not up to date () Not applicable (AFI 36-2908)

f. Member () will () will not be within 60 days of retirement upon completion of TDY.

g. Member () will () will not PCS within 30 days from the TDY completion date.

h. Self-Aid/Buddy Care: Member must have Self-Aid/Buddy Care training before departing TDY, IAW AFI 36-2238. _____ (Completion date of training)

i. Ensure member's DD Form 93, vRED, and SGLI reflects current information. Ensure member possesses a Common Access Card (CAC) ID card with an expiration date of at least 30 days past (active duty personnel) the tour length stipulated on the DRMD or tasking message and knows their PIN. Ensure ID tags (with "AF" after the SSAN) are current. If members need to update their CAC ID card, SGLI or ID tags, please ensure they visit the appropriate MPF work center. Religions preferences stated on vRED must correspond with ID tags.

COMMANDER'S SUPPORT STAFF REPRESENTATIVE INITIALS/DATE

11. **Weapons Training** (Bldg _____ Duty Phone _____): IAW AFIs 36-2226 and 36-2227, member must be current on weapons qualification for overseas areas. This must be completed prior to member's departure. Member is required:

() M9 qualified () M16 qualified

WEAPONS Training Completion Date: _____

WEAPONS TRAINING REPRESENTATIVE INITIALS/DATE _____

12. **Biological Warfare/Chemical Warfare** (Bldg _____ Duty Phone _____): Member must be proficient in biological warfare/chemical warfare and in individual Nuclear Biological Chemical (NBC) Defense Survival skills, IAW AFI 32-4001.

Training Completion Date: _____

BIOLOGICAL WARFARE/CHEMICAL WARFARE REPRESENTATIVE/DATE

13. **Unit Deployment Manager (UDM)/Mobility NCO/Base Supply** (Bldg _____ Duty Phone _____): Member has been provided a list of all required equipment on his/her orders. Each unit's UDM/Mobility NCO obtains the necessary equipment for each individual. If the UDM/Mobility NCO does not have the capability to obtain the equipment, then he/she coordinates with base supply for assistance. (AFI 23-110, Vol 2, Part 2)

UNIT DEPLOYMENT MANAGER/MOBILITY NCO INITIALS/DATE

14. **Family Support Center** (Bldg _____ Duty Phone _____): If your TDY is 30 days or longer, you must make an Individual and Family Readiness appointment at the Family Support Center upon receipt of this checklist. Spouses are highly encouraged to attend, if possible. Call for an appointment.

FAMILY SUPPORT REPRESENTATIVE INITIALS/DATE _____

15. **Office of Special Investigation**, (Bldg _____ Duty Phone _____) Contact OSI to determine necessity and availability of Travel Briefing for high-threat countries. If the need is determined, OSI will identify times to attend threat briefing and anti-terrorism training, IAW AFI 10-245. Mandatory for all overseas deployments: All members deploying in support of a contingency operation, must be issued JS Guide 5260 "Service Member's Personal Protection Guide; A Self Help Handbook to Combating Terrorism", and OCJS PC 5260, "Anti-Terrorism Individual Protective Measures" folding wallet card, which must be hand carried at all times.

OSI REPRESENTATIVE INITIALS/DATE _____

16. **Finance**, Bldg _____, Duty Phone _____: Member must report to home station finance office for a briefing on current entitlements, start/stop allotments as required, establish home mailing of their LES and set up advance pay accruals via EFT. Cash advance travel pay will not normally be paid at the deployed locations; members are required to deploy with sufficient personal checks and their government charge card. (Joint Federal Travel Regulation (JFTR) and DFAS-DEM 7073-I thru V)

FINANCE CUSTOMER SERVICE REPRESENTATIVE
INITIALS/DATE_____

MEMBER' SIGNATURE/DATE _____

17. I certify this member meets all line remarks, is qualified, has completed entire checklist, has all the necessary items and required training for this deployment, and was officially notified of this deployment on _____.

UNIT CC'S OR SQUADRON SECTION CC'S
SIGNATURE & DATE

18. IPR Final Out-processing: (One duty day prior to departure)
Member is required to bring the following items to final out processing appointment:

NOTE: Items with "*" will be provided by IPR during final out processing.

Items with "***" need not be brought to IPR for final out processing.

Date of final out processing: _____

- Medical/Dental Clearance Letter
- Passport/VISA (if required)
- Metal ID Tags (Dog Tags) (Must have "AF" after SSAN)
- Immunization Record
- Government/State/International Driver's License (If Applicable)
- Geneva Convention Card (all Chaplains & Medical personnel)
- Small Arms Marksmanship Card (AF Form 522) or Computerized Training RIP
- OJT Records (E-6 and below), CDC Materials if in upgrade training
- Deployable Medical Record (AF Form 1480 or DD Form 2766)
- Mobility bags ** (If required)
- Certification of Quantitative Gas Mask Fit Test (n/a if deploying to UK and Spain)
- Minimum of 15 copies of orders
- Eyeglasses (spare pair and CWD inserts)
- Reflective Belt
- Prescription Medication (deploy w/enough for duration of TDY + 30 days) **
- Valid Common Access Card (CAC) ID
Ensure CAC ID Card is valid thru deployment
Ensure member knows PIN and has Public Key Infrastructure (PKI) capability on CAC ID (If not, member must visit MPF for reissue prior to deployment).
- AF Form 1199, Restricted Area Badge (if applicable)
- Personnel Accountability Kit (PAK) *
- Airline Tickets (or copy of flight itinerary)
- Completed copy of AF Form 245 (Employment Locator Card)

- Information Assurance Awareness Program (IAAP) Training Certificate
- Other: _____

I have been briefed on all processing requirements and have completed all actions as listed above. I certify that I have completed all out processing actions and have all the mandatory equipment, training, and supply items. I understand it is my responsibility to ensure these mandatory items are packed/hand carried to the deployment location with me. I also understand that I must hand carry the original copy of this checklist and turn it in to the deployed PERSCO upon arrival.

MEMBERS' SIGNATURE AND DATE: _____

SIGNATURE OF IPR REPRESENTATIVE AND DATE: _____